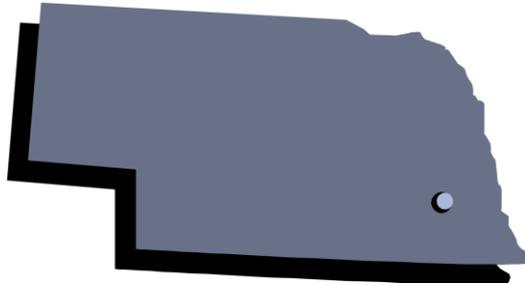


# **Nebraska Homeless Assistance Program (NHAP)**



**2013-2014  
Request  
For  
Homeless Shelter Assistance Trust Fund (HSATF)  
Grant Award  
From Cities of the  
Metropolitan Class (Neb.Rev.Stat.14-101)  
or  
Primary Class (Neb.Rev.Stat.15-101)**

## **Application Description & Instructions**

<b>IMPORTANT DATES</b>	
<b>NHAP Application Due</b>	<b>Intent to Award Notification</b>
08/15/2013	08/30/2013

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## **I. PROGRAM SUMMARY**

By this Request for Applications, the Department of Health and Human Services System's (DHSS) **Nebraska Homeless Assistance Program** (NHAP) is accepting consolidated applications for Nebraska **Homeless Shelter Assistance Trust Fund** (HSATF) from Cities of the Metropolitan and Primary Classes, which are recipients of an Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development, on behalf of a number of eligible applicants providing services within their region.

The HSATF provides funds aimed at meeting the needs of individuals who are homeless or who have other locally identified and documented housing needs [Neb. Rev. Stat. §68-1602].

NHAP believes by providing a consolidated application on behalf of eligible applicants, Cities of the Metropolitan and Primary Classes, are better able to identify the needs of individuals in their region who are homeless, at risk of homelessness or who have other locally identified and documented housing needs and ensure the availability of a range of appropriate, coordinated services to meet their needs.

As recipients of direct federal grants from the U.S. Department of Housing and Urban Development, these cities are responsible for the development of 5-year Consolidated Plans, Annual Action Plans and Annual Performance Reports. Through this ongoing strategic planning process, these cities are able to identify service needs and gaps, prioritize services, prevent service duplication and coordinate various funding sources to help ensure a continuum of care is available for those in need within their region.

Grants to Nebraska Cities of the Metropolitan or Primary Class may be subawarded to eligible community, neighborhood-based, housing-assistance organizations, institutions, associations and societies or corporations that:

- (a) Are exempt from taxation under section 501(c)(3) of the Internal Revenue Code as defined in section 49-801.01;
- (b) Do not discriminate on the basis of age, religion, sex, race, color or national origin;
- (c) Provide residential housing for at least eight hours of every twenty-four-hour period; and
- (d) Operate a drug-free premises. [Neb. Rev. Stat. §68-1605(2)]

*Cities of the Metropolitan Class* means cities in Nebraska which have attained a population of three hundred thousand inhabitants or more, as defined in Neb. Rev. Statutes §14-101, and which are recipients of an Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development.

*Cities of the Primary Class* means cities in Nebraska having more than one hundred thousand and less than three hundred thousand inhabitants, as defined in Neb. Rev. Statutes §15-101, and which are recipients of an Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development.

A City of the Metropolitan or Primary Class, which is a recipient of an Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development, is eligible to submit an application for an HSATF grant award, as a representative of a number of eligible HSATF applicants, in order to facilitate the appropriate and coordinated provision of services [Nebraska Revised Statute §68-1605(4)].

**NOTE:** To address these needs in areas of Nebraska outside of Omaha and Lincoln – a geographic area referred to as the Nebraska **Balance of State** (BOS) – DHHS combines HSATF BOS funding with the annual BOS funding awarded by U.S. Department of Housing and Urban Development’s (HUD) **Emergency Solutions Grant** (ESG) program and makes subgrant awards directly to nonprofit community agencies through a separate competitive application process.

In 1992, the Legislature created the HSATF through the passage of LB 1192. The bill increased the transfer tax to the seller of real estate by twenty-five cents on each \$1,000 of value from \$1.50 to \$1.75. This revenue is collected by County Registers of Deeds, remitted to the Nebraska Revenue Department and deposited into the HSATF. The level of remittance by individual counties is not relevant to the distribution process.

## **II. PURPOSE**

The purpose of the **Nebraska Homeless Assistance Program** (NHAP) is to provide an overall “Continuum of Care” approach to address the needs of individuals and families who are experiencing, or at risk of experiencing, homelessness in Nebraska or who have other locally identified and documented housing needs by assisting in the alleviation and prevention of homelessness, providing temporary and/or permanent housing for persons who are homeless, and encouraging the development of projects that link housing assistance programs with efforts to promote self-sufficiency.

## **III. INTENT**

It is DHHS’s intent to award funds through a regional and programmatic (i.e. activity specific) allocation process which emphasizes equitable distribution of funding, continuity of services, quality programming and effective and efficient service delivery. The intent of this funding is to supplement a homeless service provider's budget. Therefore, organizations are encouraged to seek other sources of funding, to collaborate and to coordinate programs and services with other organizations in order to optimize the use of NHAP funds.

The specific intent of funding for Cities of the Metropolitan and Primary Classes is to help ensure necessary services are identified, coordinated and prioritized for subawards, as well as ensure these services fit within the overall plan for serving individuals and families who are experiencing, or at risk of experiencing, homelessness in their region or who have other locally identified and documented housing needs.

#### **IV. SERVICES DESCRIPTION**

**HSATF not used for ESG match purposes:** When HSATF funds are utilized by a City for purposes other than ESG match, HSATF funds and funded services must be provided in accordance with Nebraska Revised Statutes §68-1601 through §68-1608 and Nebraska Administrative Code Title 462 Chapters 1 and 2.

**HSATF used for ESG match purposes:** When HSATF funds are utilized by a City to provide the HUD-required one-to-one match for ESG funds, HSATF funds must only be used to reimburse ESG-eligible activities and activities must be provided in accordance with 24 CFR 576, as well as Nebraska Revised Statutes §68-1601 through §68-1608 and Nebraska Administrative Code Title 462 Chapters 1 and 2.

**NOTE:** The expenditure limitations on Administrative (7.5%) and Shelter and Outreach (60%) costs identified in 24 CFR 576.100 do **not** apply to costs reimbursed by funds used as ESG match. [24 CFR 576.201(c)(1)]

ESG-eligible activities are: 1) **Street Outreach**, 2) **Emergency Shelter**, 3) **Homelessness Prevention**, 4) **Rapid Rehousing** and 5) **Data Collection** through the Homeless Management Information System (HMIS).

- 1) **Street Outreach** – funds may cover costs related to essential services for unsheltered persons (including emergency health or mental health care, engagement, case management, transportation, and services for special populations).
- 2) **Emergency Shelter** – funds may cover costs related to:
  - a) ***Essential Services*** – case management, child care, education, employment assistance and job training, legal services, life skills training, outpatient health and mental health care, substance abuse treatment, transportation, and services for special populations; and
  - b) ***Shelter Operations*** – minor maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, facility management, supplies necessary for the operation of the shelter, and hotel/motel vouchers when no shelter is available.
- 3) **Homelessness Prevention and Rapid Re-Housing** – both components fund:
  - a) ***Housing Relocation & Stabilization Services*** – housing search and placement, housing stability case management, mediation, legal services, and credit repair;
  - b) ***Financial Assistance*** – rental application fees, security deposits, utility deposits or payments, last month's rent, and moving costs; and
  - c) ***Short- or Medium-Term Rental Assistance*** for those who are at-risk of becoming homeless or who are transitioning to stable housing.
- 4) **Data Collection** – funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include

(computer hardware, software, equipment, technical support, office space, salaries of operators, staff training costs, and participation fees).

## **V. TARGET SERVICE AREAS**

In order to serve the needs of people who are homeless throughout the entire state, DHHS allocates funds according to the geographic regions identified on the NHAP reference map located at:

[http://dhhs.ne.gov/children\\_family\\_services/Pages/fia\\_nhap\\_c\\_of\\_c.aspx](http://dhhs.ne.gov/children_family_services/Pages/fia_nhap_c_of_c.aspx)

## **VI. TARGET POPULATION**

NHAP funds are used to assist individuals and families in Nebraska who are homeless, at risk of homelessness or who have other locally identified and documented housing needs.

**Homeless** means:

- 1) An individual or family who lacks fixed, regular, and adequate nighttime residence, meaning:
  - a) An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
  - b) An individual or family living in a supervised publicly or privately-operated shelter designed to provide temporary living arrangements; or
  - c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- 2) An individual or family who will imminently lose their primary nighttime residence provided that:
  - a) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b) No subsequent residence has been identified; and
  - c) The individual or family lacks the resources or support networks needed to obtain other permanent housing.
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - a) Are defined as homeless under other relevant federal statutes;
  - b) Have not had a lease, ownership interest or occupancy agreement in permanent housing during the 60 days immediately preceding the date of application for homeless assistance;
  - c) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of application for homeless assistance; and
  - d) Can be expected to continue in such status for an extended period of time.
- 4) Any individual or family who:
  - a) Is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that has taken

- place in their primary nighttime residence or has made them afraid to return to their primary nighttime residence;
- b) Has no other residence; and
  - c) Lacks the resources or support networks needed to obtain other permanent housing.

***At Risk of Homelessness*** means:

- 1) An individual or family who:
  - a) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - b) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or place not fit for human habitation; and
  - c) Meets one of the following conditions:
    - 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - 2. Is living in the home of another because of economic hardship;
    - 3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - 4. Lives in a hotel or motel and the cost is not paid by a charitable or governmental program for low-income persons;
    - 5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau; or
    - 6. Is exiting a publicly funded institution or system of care.
- 2) A child or youth who does not qualify as homeless under this Act, but qualifies as homeless under other relevant federal statutes; or
- 3) A child or youth who does not qualify as homeless under this section of the Act, but qualifies as homeless under another section and the parent(s) or guardian(s) of that child or youth are living with her or him.

**NOTE:** NHAP funding may not be used to serve wards of the State. This population is not considered homeless for the purposed of NHAP, because the State is legally responsible for the basic needs of such children. Runaway youth who are not a part of the foster care system and are not wards of the State are considered homeless.

## **VII. ELIGIBILITY**

To be eligible to apply for 2013-2014 HSATF City of the Metropolitan or Primary Class grant awards, applicants must:

- A. **Meet the Nebraska definition of a City of the Metropolitan or Primary Class [Neb. Rev. Stat. §14-101 or §15-101, respectively];**

- B. Is a recipient of an Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development;
- C. Provide a consolidated application representing a number of eligible HSATF applicants [Neb. Rev. Stat. §68-1605(4)];
- D. Coordinate a strategic planning process designed to assess the needs of individuals and families in the region who are experiencing, or at risk of experiencing, homelessness in their region or who have other locally identified and documented housing needs through the provision of necessary, appropriate and coordinated services;
- E. Coordinate HSATF funding with funding received from other sources, including HUD grants, in order to optimize the services available in the region for individuals and families in the region who are experiencing, or at risk of experiencing, homelessness in their region or who have other locally identified and documented housing needs;
- F. In collaboration with NHAP Coordinator, provide technical assistance, oversight and monitoring of subrecipients of the HSATF awards to help ensure their compliance with the HUD ESG regulations found at 24 CFR 576, including any other federal regulations referenced in this chapter, if funds are being used as ESG match, and for compliance with the HSATF statutory and regulatory requirements found at §68-1601 through §68-1608 and NAC Title 462 Chapters 1 and 2, including any other state statutes or regulations referenced in these sections;
- G. Provide subrecipient reimbursement of allowable costs, in accordance with the requirements cited in (C) of this section;
- H. Establish and maintain records to verify the compliance with the requirements cited in (C) of this section by the City and HSATF subrecipients;
- I. Provide copies of annual data and other reports, including copies of subrecipient reports, as requested in a specific format by DHHS;
- J. Allow access by DHHS and HUD representatives to the records referenced in (E) of this section, including subrecipient records;
- K. Include NHAP Coordinator on HSATF subgrant review team and provide DHHS with copies of notice of subgrant availability, subgrant application, notice of award, subgrant agreement/contract and other documents related to the HSATF subgrant process; and
- L. Submit a correctly completed application, including attachments, by the deadline previously specified.

## **VIII. FUNDING PRIORITIES**

2013-2014 NHAP funding is based on the availability of ESG and HSATF funding.

### **Program Funding Priorities:**

High Priority will be given to applications received from Cities of the Metropolitan or Primary Class that have a demonstrated ability and willingness to fund programs that address any or all of the following:

1. Strategies that promote self-sufficiency (e.g. case management, outreach, development of independent living skills, counseling services, basic skills instruction, high school completion) for persons who are homeless.
2. Strategies that address a “Continuum of Care” approach to providing shelter and services and alleviating homelessness through collaboration of services with other agencies.
3. Operations, services, and programs that, if they were discontinued, would create a substantial, recognizable gap in the regional/local Continuum of Care.
4. Prevention activities that are a long-term solution to preventing homelessness in the region.

## **IX. REVIEW AND EVALUATION PROCESS**

Applications from eligible cities will be reviewed by a team composed of available representatives of the governor-appointed Nebraska Commission on Housing and Homelessness, Continuum of Care Committees, Department of Health and Human Services, or other collaborating departments. The NHAP Coordinator will facilitate the review process.

Applications will be evaluated based on meeting the eligibility requirements identified in Section VII; the description of proposed services, agency capacity and ability to carry out the identified grant responsibilities and the program budget (Attachment A) included with the Application.

## **X. CONTINUUM OF CARE**

The goal of homeless programs in the State of Nebraska is to provide services to homeless persons to help them achieve self-sufficiency. It is widely recognized that homelessness is not due to just a lack of shelter; it also involves a variety of unmet needs and underlying economic, physical, and social challenges. To the extent that homelessness encompasses a wide range of conditions, the State strongly supports the “Continuum of Care” concept as an effective approach to addressing the needs of people who are homeless or at risk of homelessness. A Continuum of Care process is a community and regional-based process that provides a comprehensive and coordinated housing and service delivery system. The U.S. Department of Housing and Urban Development (HUD) initiated the “Continuum of Care” process in 1994. The process

promotes a coordinated, strategic planning approach for programs that assist families and individuals who are homeless or at risk of homelessness.

A Continuum of Care system has the goal of moving persons who are homeless to permanent housing and stably maintaining those who are currently residing in permanent housing. This means identifying all homeless populations in communities, understanding the need of people who are homeless and at risk of homelessness, and building a comprehensive and responsive system. A Continuum of Care approach helps communities and regions strategically plan for and provide a balance of emergency, transitional, and permanent housing and service resources to address the needs of people who are homeless or at risk of homelessness and assist them in making the critical transition from homelessness to self-sufficiency and permanent housing.

## **XI. AWARD NOTIFICATION**

**An HSATF award is contingent on the availability of State funding.**

Subgrant Award Agreements shall run for a one (1) year term beginning July 1, 2013 and extend through August 31, 2014.

DHHS will notify applicants and the general public of intent to award 2013-2014 HSATF funding to Cities of the Metropolitan or Primary Class by **August 30, 2013**.

The Notice of Intent to Award HSATF funds to Cities of the Metropolitan or Primary Class is subject to the execution of a written subgrant award. Subrecipients shall not acquire any legal or equitable rights relative to the funding until a subgrant award containing terms and conditions acceptable to DHHS is executed. If the intended subrecipient fails to negotiate and execute a subgrant award with DHHS, the intended award may be revoked and the funding reallocated. DHHS further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written subgrant award. The awards are subject to the receipt by DHHS of the projected amount of HSATF funding.

DHHS reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this Request for Application. This Request for Application does not commit the DHHS to award funding, to pay costs incurred for the preparation of proposals, or to procure or grant agreement for services.

**Questions:** Contact Cindy Kadavy, Nebraska Homeless Assistance Program, at 402-471-9258 or [cindy.kadavy@nebraska.gov](mailto:cindy.kadavy@nebraska.gov)